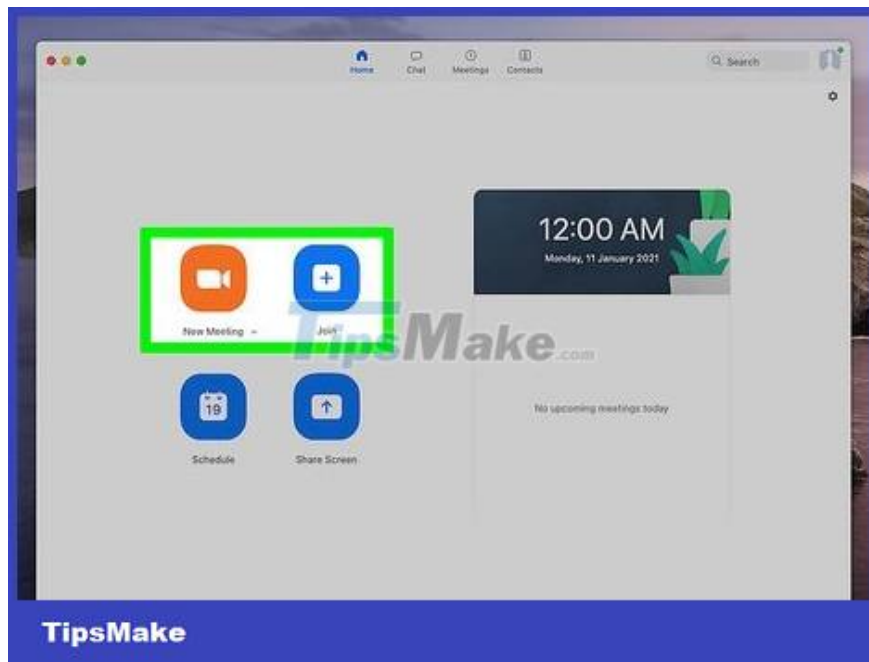


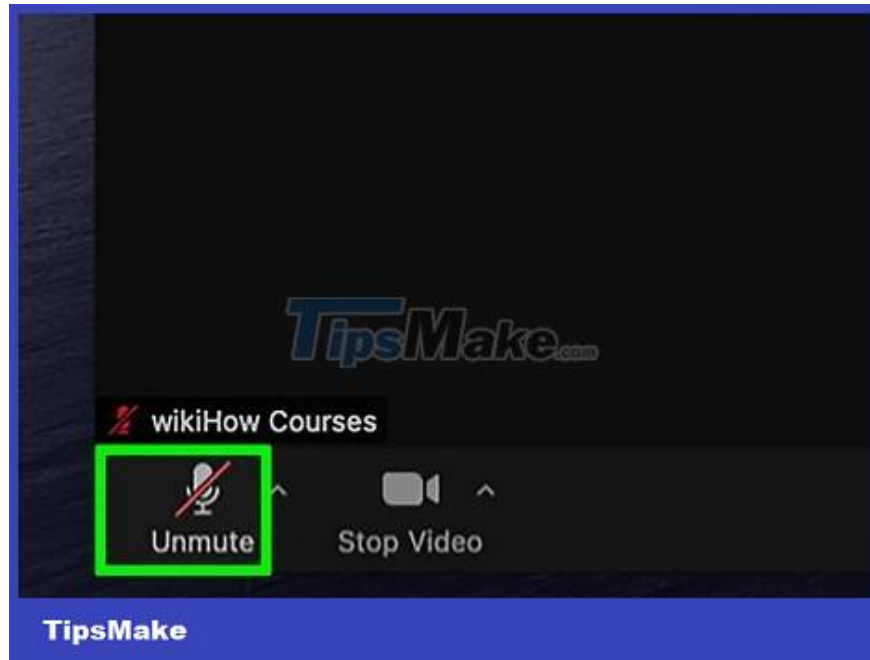
How to Enable and Disable Mic on Zoom

This article will show you how to manually turn your mic off or on during a Zoom meeting when using a computer, phone, or tablet. The article will also show you how to set up Zoom so that your mic will automatically turn off and use.

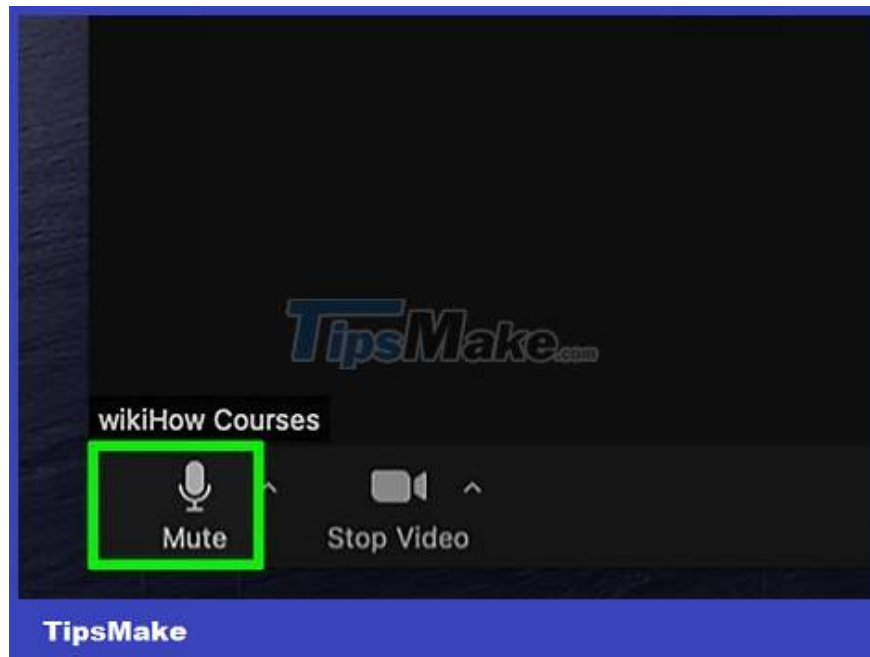
Automatically turn on and off the mic



Join or start a meeting on Zoom. You can manually turn your mic off and on when joining Zoom meetings using any device, including Mac, Windows, Android, and iPhone/iPad.



Click or tap the mic icon. This icon is in the lower-left corner of the screen—if you don't see it, click or tap the screen to make the row of icons visible. When the mic icon is red and crossed out, the mic is off.

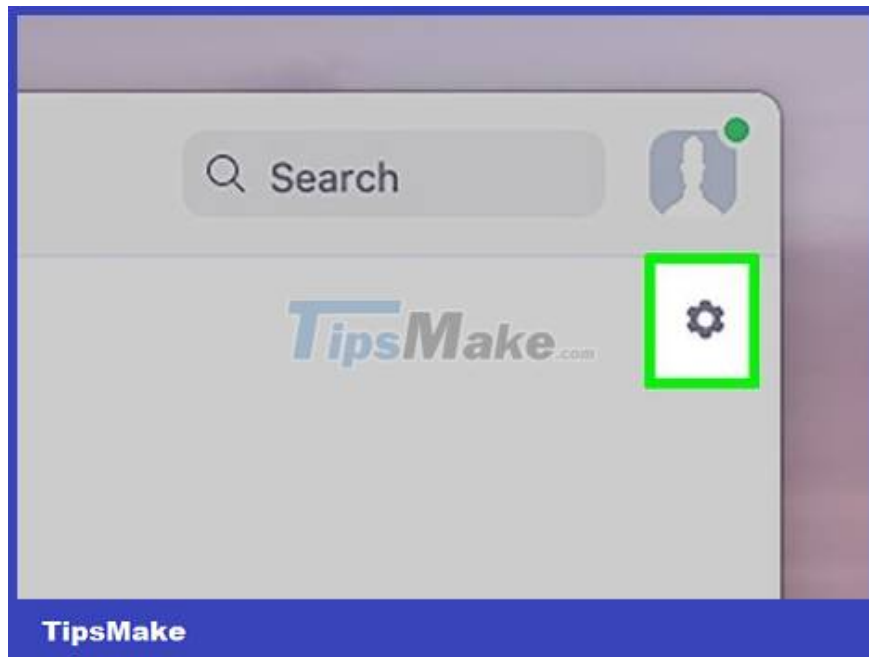


Click or tap the mic icon again. If the first time you press this icon, the mic turns off, when you press it again, the mic turns on. You can also see the instructions for using the Push to Talk feature to turn on the mic temporarily.

Auto mute mic



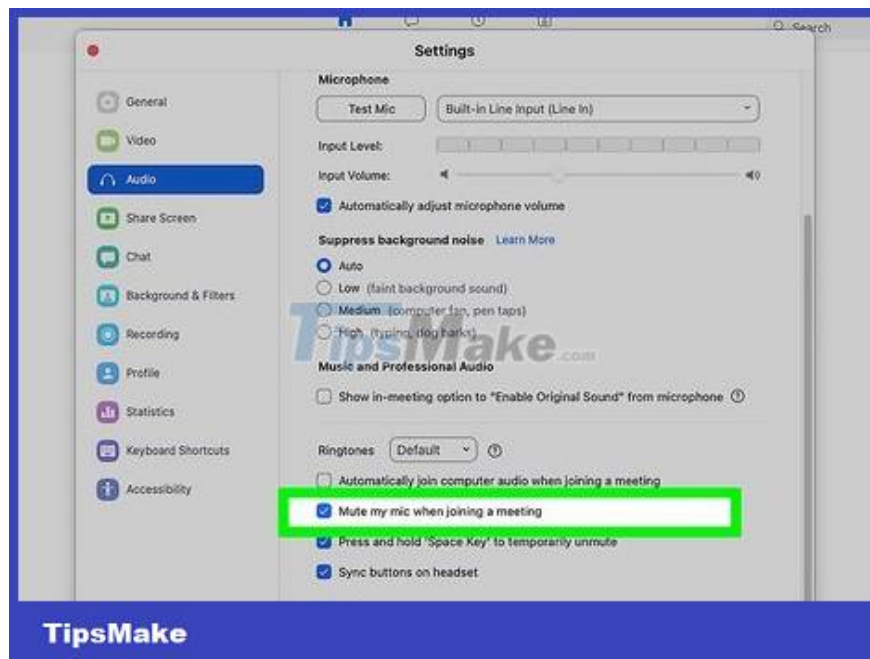
Open Zoom on your computer, phone, or tablet. If you want the mic to always turn off when joining a meeting, you can set it up in the settings section.



Open the Settings section. If you're using a computer, you'll click the wheel icon in the upper-right corner of the Zoom window. If you're using a phone or tablet, tap the Settings icon at the bottom of the screen.



Click Audio (Audio, PC/Mac) or Meetings (Meeting, phone/tablet). The mic settings and other options will appear.

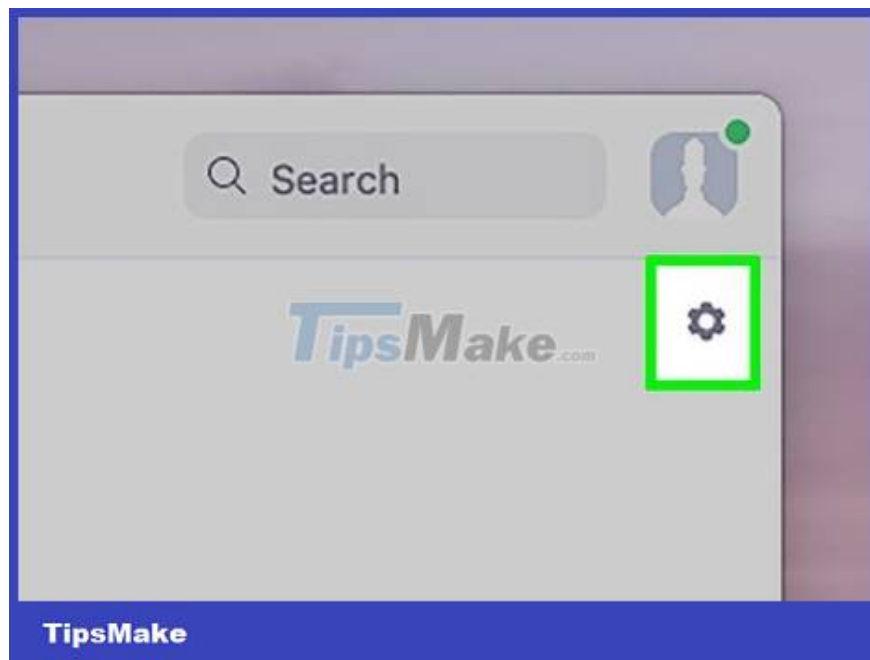


Select the mute mic option. If using a computer, you will check the box next to the line "Mute my microphone when joining a meeting". On your phone or tablet, you'll turn on the "Always mute my microphone" switch.

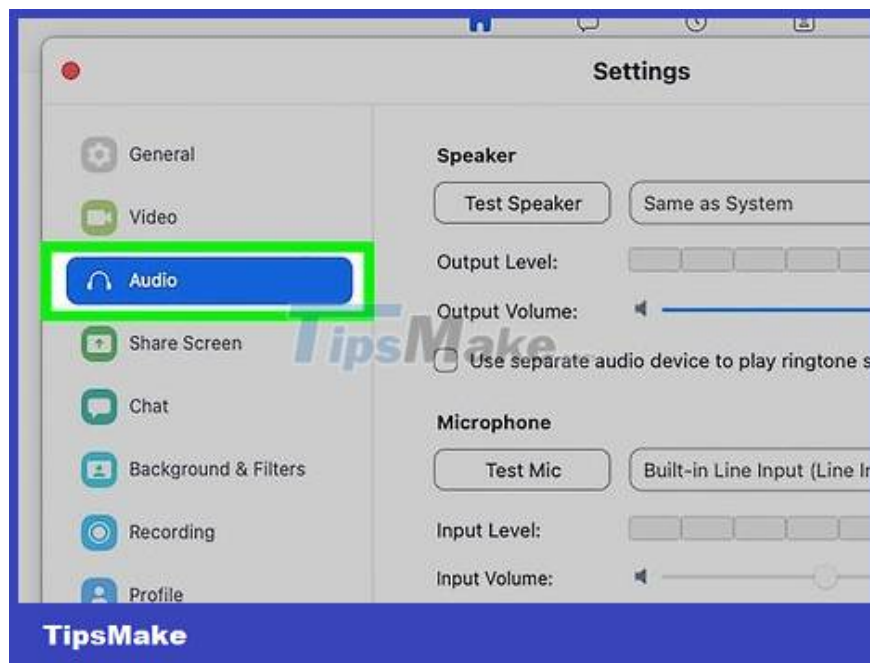
Turn on and use the Push to Talk feature



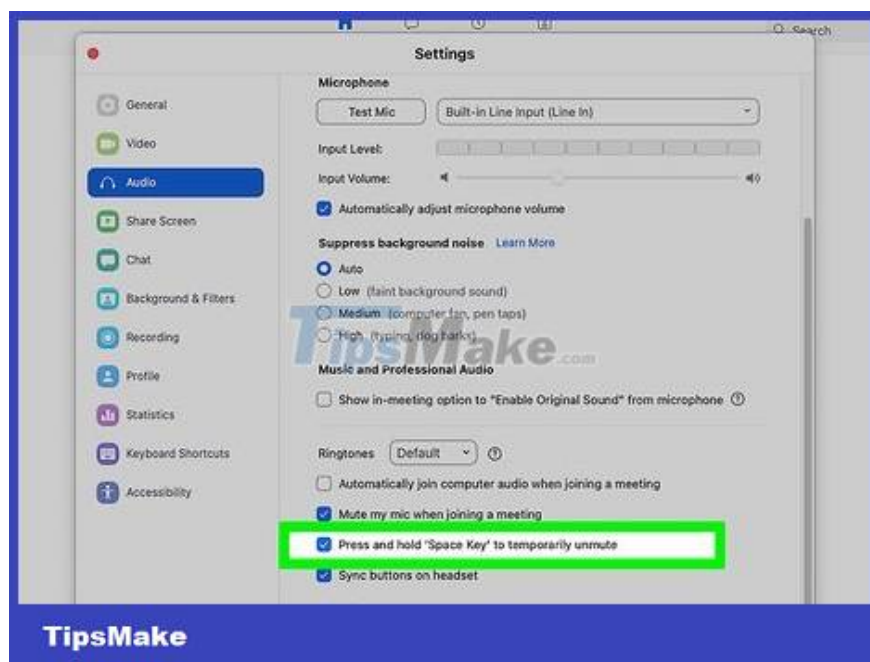
Open Zoom on your computer or Mac. The Push-to-Talk feature allows you to temporarily turn on the mic when you press and hold the spacebar on your keyboard. This feature will be useful if you want to keep the mic off for most of the meeting.



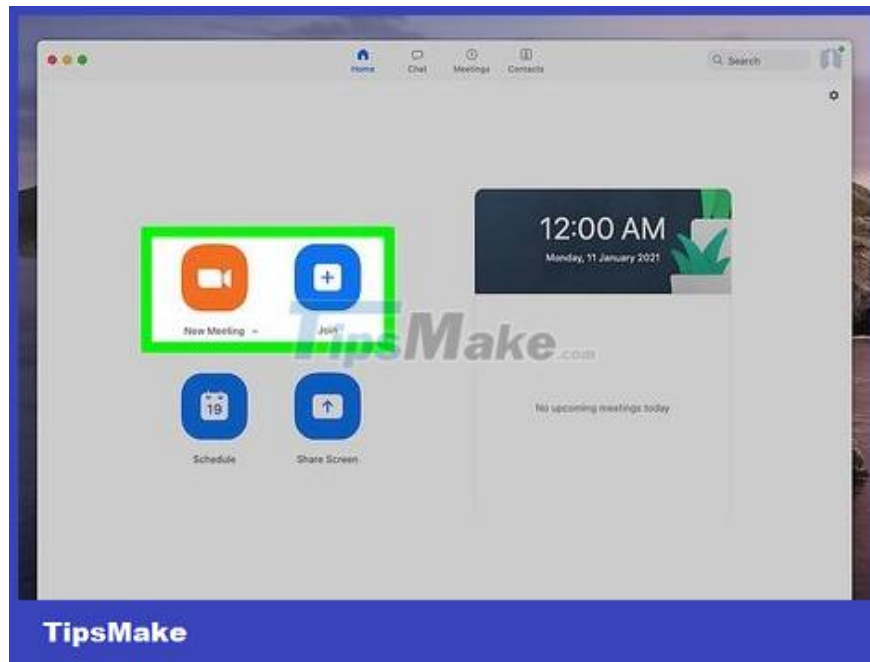
Click the wheel icon. This icon is located in the upper-right corner of the Zoom window.



Click the Audio item in the menu. This option is in the menu on the left.



Check the box next to the words "Press and hold SPACE key to temporarily unmute yourself". When you check this box, you will be able to press and hold the spacebar to turn on the mic when you want to chat. As soon as you take your hand off the spacebar, the mic will return to the off state.



Join or start a meeting on Zoom. You enabled the Push to Talk feature in the previous step, now let's see how it works.

If you haven't turned off the mic, then click the mic icon in the lower left corner to turn off the mic.



Press and hold the spacebar while chatting. When you press the Push to Talk button, you will see a large mic icon appear on the screen to indicate that your mic is activated.

You won't be able to use the Push to Talk feature if the meeting host does not allow attendees to mute their own mics.

When you remove your hand from the spacebar, your mic will return to the off state.

You finished reading the article "**How to Enable and Disable Mic on Zoom**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
